



# JURUPA UNIFIED SCHOOL DISTRICT

## Driving on District Business

### Driving a District Vehicle

1. DMV Pull
2. Driving  $\geq$  5 years
3. Points  $<$  3
4. 18+ years of age
5. Allowable: Employee, Sub, Coach, Volunteer\*

### Transporting Students

1. DMV Pull
2. Driving  $\geq$  5 years
3. Points  $<$  3
  - 1) Less than two (2) points on their driving record within the last five (5) years.
  - 2) Any individual with a total of two (2) or more points within the last five (5) years, including any pending offenses, will not be allowed to transport students.
4. 21+ years of age
5. Allowable: Employee, Sub, Coach
6. Follow "Rule of Three"
  - 1) Prefer two (2) adults, or at least three (3) persons in vehicle.
  - 2) Never alone (1:1 or 1:2) with student(s).
7. Complete "Van Safety" training at Keenan Safe Schools

### Transporting Students in Personal Vehicle

1. DMV Pull
2. Driving  $\geq$  5 years
3. Points  $<$  3
  - 1) Less than two (2) points on their driving record within the last five (5) years.
  - 2) Any individual with a total of two (2) or more points within the last five (5) years, including any pending offenses, will not be allowed to transport students.
4. 21+ years of age
5. Allowable: Administrators/Management only
6. Follow "Rule of Three"
  - 1) Prefer two (2) adults, or at least three (3) persons in vehicle.
  - 2) Never alone (1:1 or 1:2) with student(s).
7. Only transport students whose parent/guardian has submitted the proper permission slip.
8. Only transport passengers in seats equipped with operable seat belts.
9. Only transport the number of passengers for which the vehicle capacity is rated and/or the number of operable seat belts, whichever is less, but never to exceed ten (10) passengers, including the driver.
10. Insurance coverage of a minimum liability for bodily injury in the amount of fifty/one hundred thousand dollars (\$50,000/\$100,000) and for property damage in the amount of twenty-five thousand dollars (\$25,000), or a total of one hundred thousand dollars (\$100,000) combined single limit for liability and property damage. Furthermore, I understand that medical coverage of five thousand dollars (\$5,000) per person for the driver and passengers is required.
11. Complete "Van Safety" training at Keenan Safe Schools.

### **Towing a District Trailer with District Vehicle**

1. DMV Pull
2. Driving  $\geq$  5 years
3. Points < 3
4. 21+ years of age
5. Allowable: Employee, Sub, Coach, Volunteer\*
6. District training – Towing a Trailer video

### **Towing a District Trailer with Personal Vehicle**

1. DMV Pull
2. Driving  $\geq$  5 years
3. Points < 3
4. 21+ years of age
5. Allowable: Employee, Sub, Coach, Volunteer\*
6. Personal insurance is primary.
  - 1) Insurance coverage of a minimum liability for bodily injury in the amount of fifty/one hundred thousand dollars (\$50,000/\$100,000) and for property damage in the amount of twenty-five thousand dollars (\$25,000), or a total of one hundred thousand dollars (\$100,000) combined single limit for liability and property damage. Furthermore, I understand that medical coverage of five thousand dollars (\$5,000) per person for the driver and passengers is required.
  - 2) Insurance coverage of a minimum liability:
    - i. Bodily injury: fifty/one hundred thousand dollars (\$50,000/\$100,000),
    - ii. Property damage: twenty-five thousand dollars (\$25,000),
    - iii. Medical coverage of five thousand dollars (\$5,000) per person for the driver and passengers, *or*
    - iv. A total of three hundred thousand dollars (\$300,000) combined single limit for liability and property damage.
7. District training – Towing a Trailer video

### **Links:**

1. [Employee Personal Vehicle Use Form](#)
2. [Volunteer Personal Vehicle Use Form](#)
3. [Van Safety Training](#) at Keenan Safe Schools
4. [Towing a Trailer](#) training video

*\*Volunteers must be at least 21 years of age and must be cleared through the volunteer process (DOJ).*